

**Microsoft® Word 2010, Project 9**

**Project Overview**

In this project, students will organize document content using tables.

**Project Goals**

The goal of this project is to help students learn to organize document content using tables. This project also stresses productive word processing features such as build blocks and quick parts. In addition, students will learn to use Microsoft® Word 2010 Reference Ribbon features to provide notation and direction in a document.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Use tables in Word 2010
* Insert a table
* Enter text into a table
* Select parts of a table
* Sort in tables
* Insert rows and columns
* Delete rows and columns
* Change column widths and row height
* Format tables with style
* Use quick parts
* Insert and format reference and captions



**Student Assignment:**

Your family is beginning to make plans for the summer vacation. Your parents want to make a decision about where to go this weekend so that planning of the vacation can begin. You have been researching the cost of visiting the various locations that are being discussed to share with everyone. To make it easy for everyone to understand, you decide to put together a table that compares the costs for various locations that are being considered.

Using the information below, prepare the expense document for your family of four that can be used in making the vacation destination decision.

1. In a new document, create a table that contains the following information:

Document Title: *Summer 2011 Vacation Options*Format the document title Arial 14 point, centered, bold.

Insert 4 blank lines before the table.

Destination Airline Tickets Hotel Rental Food Other Expenses

Walt Disney World $3,750 $1,250 $800 $1,200

Florida Beach Vacation $3,750 $1,000 $800 $300

Grand Canyon $2,500 $1,150 $800 $500

Washington, D.C. $3,000 $2,000 $900 $300

1. Apply a built in Table Style – Table Columns 5.
2. Resize the columns to accommodate all information on a single line.
3. Left align the destination column and center align the data in all other columns.
4. Center align the table vertically.
5. Create a caption for the table: *\*Other Expenses = admission tickets, etc.* (indented to .5 and font size 10)
6. Insert a footer with the student name centered.
7. Save the document in the Project 9 Microsoft® Word 2010 folder and save the document as Project9\_complete.